

**BEN W. FORTSON, JR.**  
**SECRETARY OF STATE**

DEPARTMENT OF ARCHIVES AND HISTORY  
ARCHIVES & RECORDS BUILDING  
ATLANTA, GEORGIA 30334

Memo From the Desk of—

WANDA ANDERSON

October 16, 1974

MEMO FOR THE RECORD

The State Scholarship Commission is following the standard 73-58 that is published in the Records Retention Schedule and not the original we have on file. The published version supercedes the attached, which should read 1 year in the current files area and three in the Records Center; then destroy (See page 25-9 of Publication 73-RM-3) as per agency request.

Ralph Roberts

*Ralph Roberts /W.A.*

10-16-74

Reference: Ron Raven, State Records Center

*See Attached Stds (copy)  
73-157-195.*

*W.A.*



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>February 22, 1972</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>4</b>		Date Received <b>FEB 1, 1973</b> <b>FEB 24 1972</b>	Date Completed <b>FEB 1, 1973</b> <b>MAR 2 1972</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Higher Education Assistance Corporation 270 Washington Street, S.W. - Room 703. Atlanta, Georgia 30334</b>		4. Person to Contact <b>Ralph D. Roberts Records Management Officer</b>	
		5. Working Title <b>Fiscal Officer</b>	6. Tel. No. <b>656-3200</b>

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD; ☒ DISPOSE OF PRESENT ACCUMULATION;  
RECORD WILL CONTINUE TO ACCUMULATE. NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates <b>FY 1965 - FY 1969</b>	9. EXACT SERIES TITLE <b>NOTICE OF STUDENT LOAN GUARANTEE FILE</b>
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10. What function performed resulted in creation of this series

The function of the Higher Education Assistance Corporation is to:

- (1) Guarantee student educational loans made by eligible lending institutions located throughout the state of Georgia. This includes the receiving, evaluating and processing of all student applications for loan guarantee. Approved applications are then processed for guarantee by the Corporation.
- (2) Represent or act as agent for all eligible lending institutions in Georgia for the purpose of fulfilling requirements of Federal laws, rules, regulations or formulas pertaining to the use of federal funds on guaranteed student loans. This included billing the Federal Government for interest due on each student loan and the subsequent disbursement to the proper lending institution; filing of all necessary documents, reports and information with the U.S. Office of Education; and maintenance of all accounting and other records for audit purposes and/or future reference.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

When the Georgia Higher Education Assistance Corporation guarantees a student loan made by a participating lender, a Notice of Student Loan Guarantee (Form GHEAC-3) is sent to the lender and a copy is sent to the student. A third copy (the Record copy) is retained by the Corporation. This is a signed legal document binding the Corporation to pay off the lender in case the student defaults on payment of the loan.

MEMO FOR THE RECORD; On February 1, 1973 this application was altered at Agency request to make of it a standard for a record which will continue to accumulate.

*W.G. Kees*  
W.G. KEES  
Records Mngmnt Div.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
				In Office(s)	In Storage Area(s)		
Letter-size File Drawers				-0-	-0-		
Legal-size File Drawers			Floor Space Occupied (Square Feet)			5	
Cardboard Boxes 15" x 12" x 10"	4	4	By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	0	0	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? Will be located at State Records Center ☒ [ ]
- 14. Is there a duplication of this series in another office or agency? [ ] ☒
- 15. Is the information contained in this series ever summarized or published? ☒ [ ]  
Agency Annual Report to General Assembly and Annual Audit Report
- 16. Does the series contain classified information requiring security handling? [ ] ☒
- 17. Does the series document policies and procedures of agency's operation or function? [ ] ☒
- 18. Could the function be performed if the files were lost or destroyed? ☒ [ ]  
Basic information is contained on computer tapes.
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒
- 20. Does the record series provide data as input to an EDP file? ☒ [ ]  
All pertinent Data is keypunched on Computer Tape
- 21. Does the record series contain documentation produced as EDP printout? ☒ [ ]  
Various reports containing certain specific information
- 22. Is the series affected by Federal or grant funds? See Federal Higher Education Act of 1965 (P.L. 89-329, Title IV, Part B, Section 177.4) ☒ [ ]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [ ]  
Records must be maintained for not less than 3 yrs. after student loan is paid in full.

24. REQUIREMENTS. The following requires the files to be kept 21 years:

- a. ☐ STATE LAW
  - b. ☐ STATUTE OF LIMITATION
  - c. ☒ AUDIT PERIOD
  - d. ☒ FEDERAL LAW
  - e. ☒ ADMINISTRATIVE DECISION
  - f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)
- Federal Higher Education Act of 1965 (P.L. 89-329, Title IV, Sub-Part A, Section 177.8)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area 15 month(s)/        year(s), then:
  - 1 ☐ Destroy.
  - 2 ☒ Transfer to records center; hold 20 year(s), then:
    - a ☒ Destroy.
    - b ☐ Transfer historical material to Archives; destroy remainder.
  - 3 ☐ Destroy after audit (or        year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area        year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Federal laws and regulations require that all records pertaining to each student loan be retained for not less than three (3) yrs. after loan has been repaid, repayment period maximum is 18 years.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

Inventory taken by <i>Ralph D. Roberts</i>		Recommendations prepared <i>Ralph D. Roberts</i>		Approved for Division Date <i>Ralph D. Roberts</i>		Records Management Officer Date <i>Ralph D. Roberts 2/18/72</i>	
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Head of Agency <i>Ran L. Taylor</i>	Date <i>2/22/72</i>			
	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Director, Archives & History <i>Cyrell Hart</i>	Date <i>2/23/72</i>			
	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Secretary of State <i>Ben W. Telford</i>	Date <i>2/24/72</i>			
	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>2-24-72</i>			



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date 2/20/73	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAR 19 1973	Application No. 73-157-195
3. AGENCY, Division, Subdivision & Administering Office Address State Scholarship Commission 270 Washington Street, S.W., Room 703C Atlanta, Georgia 30334		Date Completed MAR 22 1973	
4. Person to Contact Ralph D. Roberts Records Management Officer		5. Working Title Fiscal Officer	
		6. Tel. No. 656-3200	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates FY 65 to date	9. EXACT SERIES TITLE See Attached List
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10. What function performed resulted in creation of this series

The Scholarship Commission is responsible for administering a comprehensive Statewide Student Assistance Program designed to provide (1) financial access to post-secondary education to increased numbers of Georgia citizens, (2) a wider choice of educational institutions to citizens of Georgia, (3) timely dissemination of information regarding such programs to students in secondary and post educational institutions and to the adult population at large, (4) direct assistance to students in obtaining financial aid available through such programs, (5) assistance in recruitment of students into fields of study where a critical shortage of trained personnel exists, (6) efficient management of student aid funds and coordination of student aid programs, and (7) servicing requirements associated with guaranteed and direct State student loans on a post-graduate basis from five to ten years.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

See attached list

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	6	24			62
Legal-size File Drawers	1	8	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
Cardboard Boxes 15" x 12" x 10"	30	30	By Annual Accumulation	This Year's	Last Year's
Storage Shelves 15" x 18" x 36"		40	AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years
				2	1
					0
					0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☐ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☐ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept See attached list years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER, then:

SEE ATTACHED LIST

- A. ☐ Destroy immediately after cut off.
- B. ☐ Hold in current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s), then:
- 1 ☐ Destroy.
- 2 ☐ Transfer to records center; hold \_\_\_\_\_ year(s), then:
- a ☐ Destroy.
- b ☐ Transfer historical material to Archives; destroy remainder.
- 3 ☐ Destroy after audit (or \_\_\_\_\_ year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by Donald Keenam	Recommendations prepared by Ralph D. Roberts	Approved for Division Date	Records Management Officer Date Ralph Roberts 2/20/73
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency [Signature]	Date 2/21/73
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director of Records Management [Signature]	Date 2/21/73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee Carroll Hunt	Date 3-19-73
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director of Law [Signature]	Date 3-20-73

STATE SCHOLARSHIP COMMISSION  
Georgia Higher Education Assistance Corporation DivisionAppl.  
No.

Description

Disposition

73-177- LENDING INSTITUTION AGREEMENTS FILES - Documents related to Contracts between Georgia Higher Education Assistance Corporation and individual lending institutions which specifies the terms, conditions and agreements under which the Corporation will guarantee repayment of student loans to lending institutions in the handling of all transactions required by the federal government in the student loan program. Included are form GHEAC-4, Federal Interest Payment Agency Agreement and Form GHEAC-5, Guaranty Loan Agreement. File is arranged alphabetically by lending institution.

Upon repayment of all outstanding loans and termination of agreement, place all papers in the inactive file; then cut off the inactive file at the end of each fiscal year; then retire to State Archives.

APPROVED: 03/22/73.

73-177

LOG OF STUDENT LOAN APPLICATIONS RECEIVED FILES - Documents related to the initial request of students for approval of a loan guarantee by Georgia Higher Education Assistance Corporation. Included are loan application log sheets which list each request as received. File is arranged by date received.

Cut off files at end of each fiscal year, then hold in current files area 6 months; then destroy.

APPROVED: 03/22/73.

65

GUARANTEED STUDENT LOAN DATA FILE - Documents related to the processing of student loans guaranteed and disbursed, status changes and data changes. Included are the following: GHEAC-1, Student Application for Loan Guarantee, GHEAC-10, Student Loan Disbursement Reports, GHEAC-11, Student Loan Change of Status Reports and GHEAC Change of Name/Address/Date form. File is arranged by batch number.

Cut off files at end of each fiscal year; then hold in current files area 15 months; then transfer to Records Center, Hold 20 years; then destroy.

APPROVED: 3/2/72

73-58

NOTICE OF LOAN GUARANTEE FILES - Documents of a legal nature that binds the Georgia Higher Education Assistance Corporation to pay off the student loan account balance to the original lending institution if the student fails to complete his obligation to repay the loan(s). Included is copy of form GHEAC-3, Notice of Loan Guarantee. File is arranged by date processed and thereunder by batch number.

Cut off files at end of each fiscal year; then hold in current files area 1 year; then transfer to Records Center, hold 3 years; then destroy.

APPROVED: 2/1/73

*Amends D-72-4-App'd. 3/2/72*